

# Rose Bruford College of Theatre and Performance

## Research Excellence Framework 2014

### Code of Practice on the selection of staff

#### 1. Preamble

A review was undertaken by the College in 2010/11 to ascertain whether the institution was ready to undertake REF2014. It was recognised that it was still at least eighteen months before the REF2014 census date and no firm decision had been made at that point. It was evident also that a Code of Practice on the selection of staff had yet to be finalised.

#### 2. Introduction

It is a requirement of the REF2014 that the College establishes a Code of Practice on the selection of staff which operates in relation to all relevant equality legislation as well as the College's own equality and diversity policy. This document should be read in conjunction with the institution's Research Policy and REF Strategy, details of which are in **Annex A**.

The College should adhere to the principle of selecting staff on the basis of demonstrable research excellence as defined by the REF2014 and that the process of selection is conducted in a fair and transparent manner. This Code of Practice outlines the selection process.

As a small specialist Higher Education Institution dedicated to the study of theatre and performance through a variety of disciplines, the College will be submitting only to UOA 35: Music, Drama, Dance and Performing Arts. In making decisions as to which staff to submit research excellence will be interpreted according to the definitions and criteria set out by the REF Main Panel D and its relevant sub-panel: Music, Drama, Dance and Performing Arts.

#### 3. Principles

The REF guidance on submissions states that each institution's Code of Practice should demonstrate fairness to its staff by addressing the following principles:

- a. **Transparency:** All processes for the selection of staff for inclusion in the REF submissions should be transparent.
- b. **Consistency:** The policy in respect of staff selection should be consistent across the institution and implemented uniformly.
- c. **Accountability:** Responsibilities should be clearly defined, and individuals and bodies that are involved in selecting staff for REF submissions should be identified by name or role.
- d. **Inclusivity:** The Code should promote an inclusive environment.

##### 3.1. The Code of Practice will be implemented by the College in accordance with these principles as follows:

- a. **Transparency:** The Code will be made available in an easily accessible format and publicised to all academic staff by the following mechanisms: individual emails; postings on the staff intranet; at a presentation by the Director of Research on 10<sup>th</sup>

September 2012, during a Staff Development event at the beginning of the academic year 2012/13; and at a special meeting of Heads of School, Programme Directors and the Director of Research in September 2012. All staff absent from work will be made aware of the Code of Practice by appropriate means.

- b. Consistency:** The Code clearly sets out the principles to be applied throughout the institution including the process by which individual staff circumstances will be taken into account.
- c. Accountability:** The Code identifies the personnel involved in the selection process by name and role, and provides details of the training they have undertaken to fulfil this function appropriately.
- d. Inclusivity:** The Code enables the identification of all eligible staff who have produced excellent research for submission to the REF.

#### **4. The REF2014 Strategy Group**

The REF2014 Strategy Group is responsible for the delivery of the REF2014 including the Code of Practice on the selection of staff. It is diverse in composition, drawn from the senior academic management of the College, and representative of the variety of disciplines and study areas taught in the institution and reflected in its research.

The final decision on which members of staff are selected for submission to the REF2014 will be made by the Principal and Chief Executive Officer of the College.

The Principal will be informed of this decision by the REF2014 Strategy Group comprising:

- The Vice Principal will be responsible for overseeing the process relating to the Code of Practice on the selection of staff for REF2014, as well as establishing the mechanism for appeals.
- The Director of Research and Chair of the REF2014 Strategy Group will implement the process relating to the Code of Practice on the selection of staff for REF2014; and will oversee the preparation and delivery of the institution's REF2014 submission. The Director of Research is responsible for the College's Research and REF2014 Strategy and, given the size of the institution, has personal contact with all research active staff and early career researchers, and an overview of all individual, group, and college-wide research projects.
- The Associate Director of Research will be responsible for gathering and collating information regarding contracts and terms of employment of all staff who wish to submit to the REF2014.
- The Director of Learning, Teaching and Curriculum Development, who oversees these areas in the College including a remit for the interests of part-time staff, will be responsible for collating information with regard to staff with special circumstances who wish to be considered for submission to the REF2014.
- The Head of the School of Design, Management and Technical Arts, will be responsible for liaising with the Programme Directors of Costume Production, Creative Lighting Control, Lighting Design, Performance Sound, Scenic Arts, Stage Management, and Theatre Design. All programme directors are responsible as line managers for the appraisal of staff on their respective programmes, the process of which includes reference to research. The Head of School is responsible as line manager for the appraisal of all the programme directors, the process of which includes reference to research.
- The Head of the School of Performance will be responsible for liaising with the Programme Directors of Acting, Actor Musicianship, American Theatre Arts, European Theatre Arts, Opera Studies by Distance Learning, and Theatre Studies by

Distance Learning. All programme directors are responsible as line managers for the appraisal of staff on their respective programmes, the process of which includes reference to research. The Head of School is responsible as line manager for the appraisal of all the programme directors, the process of which includes reference to research.

The REF2014 Strategy Group will be advised with regard to the Code of Practice on the selection of staff by the College's Director of Human Resources and Staff Development, Disability Officer, and Director of Finance.

The REF2014 Strategy Group will take collective responsibility for all recommendations which will inform the final decision for the inclusion of staff submitting to REF2014.

The College has appointed two External Assessors, at professorial level, to advise on the REF 2014 submission as a whole. They are not responsible, however, for deciding which staff are to be submitted to the REF2014 and material with regard to the special circumstances of individual members of staff will not be available to them.

All members of the REF2014 Strategy Group, which was formed in July 2012, will receive equality and diversity training which has been tailored to the REF2014 processes. The training will include case studies available on the ECU website. Details of this training are provided in **Annex B**.

In addition the REF2014 Strategy Group will undertake the Cylix Equality and Diversity Training Course that is mandatory for all academic and administrative staff of the College.

#### 4.1. **Terms of reference**

The REF2014 Strategy Group will:

- Oversee the processes involved and the implementation of the College's REF2014 submission including the application of the Code of Practice on the selection of staff.
- Advise staff of the content, procedure and process of the Code of Practice through key mechanisms at the beginning of the academic year 2012/13, and to new staff appointed thereafter as appropriate.
- Receive submissions from staff and after due consideration provide feedback to each individual.
- Receive and consider staff with fixed term and part-time contracts and those with special circumstances.
- Receive re-submissions, and submissions of staff new to the institution.
- Make recommendations to the Principal as to which staff should be included in the College's REF2014 submission.

Where a member of academic staff on the REF2014 Strategy Group is being considered for inclusion in the institution's REF2014 submission they will absent themselves from the deliberations. The REF2014 Strategy Group's terms of reference for the exercise overall are detailed in **Annex C**.

The Vice Principal will convene a panel to consider appeals, details of which are given below.

## 5. Criteria

In making recommendations and decisions on which staff to submit, research excellence will be interpreted according to the definitions and criteria set out by the REF2014 Main Panel D, and the sub-panel considering submissions for UOA 35: Music, Drama, Dance and Performing Arts in REF 01.2012 *Panel Criteria and working methods*. Further details can be found in **Annex D**.

## 6. Timeframe

### 6.1. Schedule 1

- Updated information on REF2014, and in particular on the Code of Practice for the selection of staff and the process, will be made available to all members of staff, including those absent from work, through a variety of means: by email; postings on the staff intranet; at a presentation by the Director of Research on 10<sup>th</sup> September 2012, during a Staff Development event at the beginning of the academic year 2012/13; and at a special meeting of Heads of School, Programme Directors and Director of Research in September 2012. Further clarification, if required, will be given on an individual or group basis by the Director of Research at the beginning of October 2012.
- 30<sup>th</sup> November 2012: draft submissions of four or more individual outputs to be made to the REF2014 Strategy Group. These will be requested in the format adopted by the REF2014 including the 300 word explanation if it were required, and a portfolio as necessary. REF2014 Strategy Group deliberations from 3<sup>rd</sup> – 20<sup>th</sup> December 2012 & 2<sup>nd</sup> January – 1<sup>st</sup> February 2013.
- 7<sup>th</sup> December 2012: draft submissions of individual outputs with supporting documentation on individual staff circumstances (Clearly Defined, including Early Career Researchers, or Complex) to be lodged with HR until the Individual Staff Circumstances Panel meets between 10<sup>th</sup> and 18<sup>th</sup> December.
- 19<sup>th</sup> December 2012: Individual Staff Circumstances Panel makes recommendations to REF2014 Strategy Group. HR advise individual staff of the recommendations.
- 4<sup>th</sup> – 8<sup>th</sup> February 2013: initial feedback to those submitted by the Director of Research following the deliberations of the REF2014 Strategy Group.
- 28<sup>th</sup> February 2013: deadline for staff to re-submit and new members of staff to make draft submissions.
- 26<sup>th</sup> April 2013: recommendations made to the Principal as to which staff should be included.
- 7<sup>th</sup> – 10<sup>th</sup> May 2013: feedback by the Vice Principal to staff on their REF status.
- 20<sup>th</sup> May 2013: appeals process opens.
- 28<sup>th</sup> June 2013: deadline for appeals to be lodged.
- 27<sup>th</sup> September 2013: deadline for appeals outcome to be confirmed.
- 31<sup>st</sup> October 2013: census date for staff eligible for selection.
- 29<sup>th</sup> November 2013: REF2014 submission date.

The REF2014 Research Outputs form is in **Annex E**.

### 6.2. Schedule 2

Given the nature of practice-based research undertaken by the majority of staff in the institution, some outcomes might not be in the public domain before 30<sup>th</sup> November 2012, the date by which draft submissions are requested. If this were to be the case for any output that was deemed in all other instances to be appropriate for inclusion, then its status would be marked as 'provisional'.

Dates when 'provisional' outputs and the REF status of the member of staff concerned would be reviewed by the REF2014 Strategy Group will dovetail with Schedule 1 as follows:

28<sup>th</sup> February – 21<sup>st</sup> April 2013, the period during which resubmissions are being considered, and before the REF2014 Strategy Group makes recommendations to the Principal.

1<sup>st</sup> May – 27<sup>th</sup> September 2013, the period during which members of staff are advised by the Vice Principal of their REF status and the appeals procedure is in train.

31<sup>st</sup> October – 29<sup>th</sup> November 2013, the period between the census date and the institutional submission, during which time firm proof must be available that any output marked as 'provisional' and, therefore, the REF status of the member of staff concerned, will be in the public domain by 31<sup>st</sup> December 2013.

Once an output is confirmed by publication or appropriate public outcome the staff member will be advised by the Vice Principal of his/her REF status.

## **7. Individual staff circumstances**

All members of the REF2014 Strategy Group and those advising them within the institution are aware of and will adhere to the guidance on individual staff circumstances as given in REF 02.2011 *Assessment framework and guidance on submissions* and REF 01.2012 *Panel Criteria and working methods*.

Up to four research outputs must be listed against each member of staff included in the submission. A maximum of four outputs per researcher will provide panels with a sufficient selection of research outputs from each submitted UOA upon which to base judgements about the quality of that unit's outputs.

As a key measure to support equality and diversity in research careers, in all UOAs individuals may be returned with fewer than four outputs without penalty in the assessment where their individual circumstances have significantly constrained their ability to produce four outputs or to work productively throughout the assessment period. This measure is intended to encourage institutions to submit all their eligible staff who have produced excellent research.

**The College has made appropriate and clear provision for staff to be submitted with reduced outputs without penalty where their circumstances have significantly constrained their ability to produce four outputs or work productively throughout the assessment period. The REF2014 guidelines specify a range of circumstances (Clearly Defined, including Early Career Researchers, and Complex) that should be considered, and provides details of the applicable level of output reduction without penalty. This information enables institutions to consider the excellent research of all eligible staff, including those who have been subject to constraints which have reduced the number of research outputs to below the expected level.**

### **7.1. Disclosure and confidentiality**

To enable eligible staff to disclose their circumstances the following procedure and mechanism will be adopted:

- A form will be made available to allow staff to indicate if and how they have been subject to significant constraining circumstances over the assessment period, and wish to be considered for submission with a reduced number of outputs.
- The form will be made available on the staff intranet and in other appropriate formats on request.
- Staff will be notified of the availability of the form through the College email system; posting on the staff intranet; and by line managers. All staff absent from work will be made aware of the form also by appropriate means.
- The information will be seen only by the **Individual Staff Circumstances Panel** which will treat such information with the strictest confidentiality.
- The forms will be submitted by email to the HR Office.

### **7.2. Individual Staff Circumstances Panel**

- Director of Learning, Teaching and Curriculum Development, who, as a member of the College's REF2014 Strategy Group, is conversant with the REF guidelines with regard to individual staff circumstances (both clearly defined and complex and has undertaken the required equality and diversity training which has been tailored to the REF2014 processes indicated above (and outlined in Annex B);
- The Registrar and Secretary of the College who, as a member of the institution's Equality and Diversity Committee, has expertise on the Equality Act 2010;
- A Human Resources representative who has access to staff data to verify the disclosed circumstances where they relate to contractual issues or defined periods of absence from work.

The Panel will make decisions based on the REF2014 guidance regarding clearly defined and complex staff circumstances. A decision on the appropriate level of reduced outputs will be dependent on the relationship between the individual circumstances (clearly defined or complex) and the total absence from or disruption to work over the assessment period. Thus the panel will take into account the cumulative effect that the circumstances have had on the member of staff's ability to undertake contracted hours of work across the whole of the assessment period.

The Panel's deliberations can result in a decision not to recommend a reduction in outputs based on the disclosed information in accordance with the REF2014 guidance and tariffs. A recommendation for a reduction in outputs can only be made where the Panel can provide a clear rationale based on the REF2014 guidance and tariffs.

Individual members of staff will be advised of the outcome of the Individual Circumstances Panel via the HR Office.

### **7.3. Security of disclosed and confidential information**

Disclosed information will be kept securely through the use of password protected files with restricted access, and used only to inform the REF2014 selection process outlined above. Permission will be requested from individuals for the information to be added to existing confidential HR records but will be destroyed following the conclusion of the REF2014 process, in line with REF audit requirements.

Only decisions on the appropriate level of a reduced number of outputs will be provided to the REF2014 Strategy Group. No details of any individual circumstances that can be considered personal or sensitive will be disclosed to members of the REF2014 Strategy Group (with the exception of Early Career Researchers as described below). No information relating to individual staff circumstances (clearly defined or complex) will be shared beyond the relevant panels outlined in this Code of Practice on the selection of staff, with the exception of submitting to REF2014. This will be required to evidence the requested reduced number of submitted outputs, where an individual with an accepted reduction in outputs is selected for submission. The information will be treated with the strictest confidentiality in accordance with the processes in REF 02.2011 and REF 01.2012.

Information may be disclosed to the Appeals Panel (for details see below) where this is necessary to make an informed decision on an appeal brought by an individual. In such cases the confidentiality arrangements for the individual staff circumstances will be exceptionally extended to members of the Appeals Panel.

#### **7.4. Definitions of Individual Staff Circumstances**

The information provided below is taken from *REF 01 2012 Panel criteria and working methods* and can be found in full on pp. 9-13, paragraphs 63-91.

In order to provide clarity and consistency on the number of outputs that may be reduced without penalty, there will be **clearly defined** reduction in outputs for those types of circumstance listed below. Circumstances that are more **complex** will require a judgement about the appropriate reduction in outputs are listed below also.

##### **a) Clearly defined circumstances:**

The clearly defined circumstances which will be taken into account are as follows:

- Qualifying as an Early Career Researcher (defined below).
- Absence from work due to working part-time, secondments or career breaks (described below).
- Qualifying periods of maternity, paternity or adoption leave (described below).

**Early career researchers** are defined as members of staff who meet the criteria to be selected as Category A or Category C staff on the census date, **and** who started their careers as independent researchers on or after 1<sup>st</sup> August 2009. For the purposes of the REF, an individual is deemed to have started their career as an independent researcher from the point at which they held a contract of employment of 0.2 FTE or greater, which included a primary employment function of undertaking 'research' or 'teaching and research' (with any HEI or other organisation), **and** who undertook independent research, leading or acting as principal investigator or equivalent on a research grant or significant piece of research work. [Further guidance on the definition of an ECR is given in paragraphs 85-87 on p. 19 of the REF02.2011 *Assessment framework and guidance on submissions.*]

Early Career Researchers will be identified in consultation with the individual and appropriate members of the REF2014 Strategy Group. ECRs will be assisted in identifying the point at which they became an independent researcher, to enable the Individual Staff Circumstances Panel to accurately calculate the appropriate reduction in outputs. This will allow the completion of the additional information required to be submitted for the ECRs, regardless of whether they are returned with reduced outputs.

**Table 1 Early career researchers: permitted reduction in outputs**

<b>Date at which the individual first met the definition of an ECR</b>	<b>Number of outputs may be <i>reduced</i> without penalty by up to:</b>
On or before 31 July 2009	0
Between 1 August 2009 and 31 July 2010	1
Between 1 August 2010 and 31 July 2010	2
On or after 1 August 2011	4

#### **Fixed-term and part-time staff**

The College undertakes to treat those staff on fixed and part-time contracts equally and fairly (using the same criteria as open contract and full-time permanent staff) when considering the possibility of their inclusion in the REF2014. However, they will be required to complete a form to disclose the circumstances, in order to ensure that the cumulative effect across the whole of the assessment period can be taken into account and that individuals are aware that they may be submitted with a reduced number of outputs if they were to be selected. This will allow the consideration also of any other circumstances that may have affected their ability to produce outputs during the assessment period.

#### **Absence from work due to part-time working, secondments or career breaks**

Table 2 sets out permitted reduction in outputs without penalty in the assessment for absence from work due to:

- a. Part-time working
- b. Secondments or career breaks outside of the higher education sector, and in which the individual did not undertake academic research.

**Table 2 Part-time working, secondments or career breaks: permitted reduction in outputs**

<b>Total months absent between 1 January 2008 and 31 October 2013 due to working part-time, secondment or career break:</b>	<b>Number of outputs may be <i>reduced</i> without penalty by up to:</b>
0 – 11.99	0
12 – 27.99	1
28 – 45.99	2
46 or more	4

The allowances in Table 2 are based on the length of the individual's absence or time away from working in higher education. They are defined in terms of total months absent from work. For part-time working, the equivalent 'total months absent' should be calculated by multiplying the number of months worked part-time by the full-time equivalent (FTE) **not** worked during those months. For example, an individual worked part-time for 30 months at 0.6 FTE. The number of equivalent months absent =  $30 \times 0.4 = 12$ .

#### **Maternity, paternity or adoption leave**

An individual may reduce the number of outputs by one for each discrete period of statutory maternity or adoption leave taken during the period 1<sup>st</sup> January 2008 to 31<sup>st</sup> October 2013, and for each period of additional paternity or adoption leave lasting for four months or more taken during this period.



For further information please see p. 11, paragraphs 75 – 81 of REF 01.2012 *Panel criteria and working methods*.

### **Combining clearly defined circumstances**

Where an individual has a combination of circumstances with clearly defined reductions in outputs, these may be accumulated up to a maximum of reduction of three outputs.

For further information please see p. 12, paragraphs 82 – 85 of REF 01.2012 *Panel criteria and working methods*.

### **b) Complex circumstances**

Consideration will be made also of more complex individual circumstances which include:

- Disability - as defined by the Equality Act 2010, published in REF 02.2011 *Assessment framework and guidance on submissions* p. 36 Table 2 under Disability
- Ill health or injury
- Mental health conditions
- Constraints relating to pregnancy or maternity, in addition to a clearly defined period of maternity leave.
- Childcare or other caring responsibilities.
- Gender reassignment.
- Other circumstances relating to the protected characteristics under the Equality Act 2010, such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Where complex circumstances exist, the Individual Staff Circumstances Panel will make a judgement on the appropriate level of reduction in the number of outputs submitted. These decisions will be based on the examples of case studies of complex circumstances published by The Equality Challenge Unit (ECU) in March 2012 which indicate also how these calculations can be made. As far as is practicable, the impact of the complex circumstances will be equated to clearly defined absences and/or clearly identifiable periods or disruption which will have constrained the individual's ability to work productively throughout the assessment period.

The Individual Circumstances Panel, in order to justify a reduction in the number of outputs in accordance with official REF guidance, will require evidence of the following:

- The nature and timing of the circumstances which constrained the individual.
- Explain the effects on the individual's contracted hours or ability to fulfil contracted hours.
- Indicate any other effects on the individual's ability to work productively.
- Provide a calculation for the reduction in outputs and the number of outputs submitted.

The reduction should be made according to Table 2 above in relation to the estimated number of months absent from work. The Equality Challenge Unit (ECU) provides case studies of complex circumstances which indicate also how these calculations can be made. <http://www.ecu.ac.uk/our-projects/REF>

To reiterate: only decisions on the appropriate level of a reduced number of outputs will be provided to the REF2014 Strategy Group. No details of any individual circumstances that can be considered personal or sensitive will be disclosed to members of the REF2014 Strategy Group (with the exception of Early Career Researchers as described above). No information

relating to individual staff circumstances (clearly defined or complex) will be shared beyond the relevant panels outlined in this Code of Practice on the selection of staff, with the exception of submitting to REF2014. This will be required to evidence the requested reduced number of submitted outputs, where an individual with an accepted reduction in outputs is selected for submission. The information will be treated with the strictest confidentiality in accordance with the processes in REF 02.2011 and REF 01.2012.

Information may be disclosed to the Appeals Panel (for details see below) where this is necessary to make an informed decision on an appeal brought by an individual. In such cases the confidentiality arrangements for the individual staff circumstances will be exceptionally extended to members of the Appeals Panel.

All submitted complex circumstances will be considered by the REF Equality and Diversity Advisory Panel (EDAP). Further details as to the membership and terms of reference of EDAP are available at [www.ref.ac.uk](http://www.ref.ac.uk) under Equality and Diversity. EDAP will make recommendations to the chair of Main Panel D who will make the decisions. Sub-panel UOA: Music, Drama, Dance and Performing Arts will be informed of the decision and will assess the remaining outputs without penalty.

**Individual Circumstances Forms**, reference details of the REF official guidelines and pertinent website addresses, are in **Annex F**.

## **8. New staff**

Staff joining the College from 1<sup>st</sup> September 2012 up until 31<sup>st</sup> October 2013 will be invited to submit for inclusion at the appropriate dates in the Timeframe above. They will receive the same consideration as staff already in post.

## **9. Appeals**

The date for the opening of the appeals process is given in the Timeframe above. The mechanism for appeals will be established by the Vice Principal who will also form an Appeals Panel. The appeals process is a discrete procedure created solely for the selection of staff for the REF2014.

Given the size of the College and the number of senior staff already involved in the implementation of the Code of Practice, the Appeals Panel will be drawn from personnel associated with the governance of the College rather than its current academic staff. Details are given in **Annex G**.

## **10. Equality Impact Assessment**

All institutions are required to carry out an Equality Impact Assessment (EIA) on the policy and procedures for selecting staff for the REF as outlined in the Code of Practice. In this instance, the EIA was undertaken by the Director of Research who took advice from the Vice Principal, Chair of the College's Equality and Diversity Committee, and the College's Disability Officer. The EIA covers all eligible staff and, where appropriate, eligible staff from protected groups were consulted. The Director of Research and Vice Principal completed the College's EIA form to confirm that the equality impact assessment on the policy and procedures for selecting staff for the REF2014 as outlined in the Code of Practice had been undertaken, and was received and approved by the College's Equality and Diversity Committee at a meeting on 22 October 2012.

The completed Equality Impact Assessment form is in **Annex H**.

**Reference copies of REF 02.2011 *Assessment framework and guidance on submissions*** which details the guidelines on Codes of Practice on the selection of staff (“Part 4” pp. 34 – 41) and (Early Career Researchers and Individual Staff Circumstances pp. 19 – 21); and **REF 01.2012 *Panel criteria and working methods*** which shows amendments to ‘guidance on submissions’ (“Staff and individual staff circumstances” pp. 9 – 13) are available in the **College Library** and **Research Office**.

These two publications provide information on REF2014. Further details, updates and FAQs can be found on the official REF website <http://www.ref.ac.uk>

### **Annexes**

Annex A: College’s Research Policy and REF2014 Strategy

Annex B: REF2014 Equality and Diversity Training

Annex C: REF2014 Strategy Group

Annex D: REF2014 Main Panel D and UOA 35 Criteria

Annex E: REF2014 Individual Outputs form

Annex F: REF2014 Individual Staff Circumstances forms

Annex G: REF2014 Appeals Procedure

Annex H: Completed Equality Impact Assessment form

## **ANNEX A**

### **Provides further information for Page 1 Section 2**

#### **Research Policy**

As a small specialist Higher Education Institution a research culture has been developed over the last five years that reflects the institution's identity: vocational, diverse, collaborative and inclusive. The perspective is international and multicultural, with the potential for intercultural performance in both discipline-specific and interdisciplinary contexts. Practice-based and scholarly research resulting in a variety of outcomes is complemented by research that informs or is the consequence of pedagogy, or interfaces reciprocally with the theatre industry. The research agenda is linked also to MA Programmes, and MPhil/PhD Research Degrees. The latter are offered in conjunction with Goldsmiths, University of London.

**The Research Committee** normally meets every two months. Its purpose is to devise policies to foster the development of a research culture throughout the College, through the promotion, review and monitoring of research projects and opportunities, both within the College and collaboratively with external research partners. It identifies and disseminates information regarding relevant sources of funding; approves applications to external funding bodies, including all research grant applications; advises on the distribution of research funding within the College; and monitors the progress of research degrees. It reviews and updates the institution's Code of Practice on Research; approves and monitors the delivery of the Operational Plan as part of the College's Strategic Plan, especially with regard to Risk Management; ensures that due regard is paid to ethical issues throughout all aspects of research activities undertaken within the College; and assures, on an annual basis, the College's compliance with appropriate national legislation and published good practice, especially the relevant section(s) of the QAA Code of Practice. Over the last three years the Committee has monitored developments regarding the Research Excellence Framework 2014 and was instrumental in developing the institution's Code of Practice on the selection of staff. The Research Committee reports directly to Academic Board and is chaired by the Director of Research.

The Director of Research's role has been central in encouraging established and new staff to undertake research in their respective disciplines, monitoring the process and outputs of all research active staff, and collaborative and group based research projects in the College. The institution is small enough for all staff to have personal access to the Director of Research (0.5 Academic), the Associate Director of Research (0.5 Academic), and the Research Assistant (0.5 Support); collectively known as the 'Research Office'. The Senior Research and Visiting Research Fellows also have a role here, particularly with regard to advice on and assistance in placing and disseminating research in appropriate outlets. The School of Performance and the School of Design, Management and Technical Arts, both have research representatives on the respective School Boards; and collaboration between the Schools and across the disciplines are actively encouraged.

#### **REF2014 Strategy**

**Since RAE2008**, as a result of which the College received its first Quality-Related research funding from HEFCE, the imperative has been to establish and develop a sustainable research culture where its opportunities and outcomes are visible to all personnel in the College, and a variety of 'audiences' beyond. This has been approached in a number of ways:

**The College** as a specialist institution of theatre and performance possesses dedicated buildings and extensive facilities which provide a flexible context for practice as research. The aim is to maximise the potential of ‘the Plant’ for research within the institution’s academic year.

**The Research Office** is the base for the Director of Research, the Associate Director of Research, and the Research Assistant; and has been the base for the Senior Research Fellow, Visiting Research Fellow and Clive Barker Research Fellow during the REF2014 assessment period. The Research Office’s integrated study area, its siting in proximity to the Clive Barker Library in the College’s Learning Resources Centre, and its visual presentation, makes it a welcoming and stimulating environment within which to meet and work.

**The Special Collections Room**, adjacent to the Research Office and Library, was acquired in 2010 for the purpose of housing archives and collections. It holds the Stanislavski Collection, Rose Bruford Archive, Clive Barker Archive, David Bolland Kathakali Collection, Jean Benedetti Archive, Noel Greig Archive and Nick Chelton Archive and, on extended loan, Routledge’s Theatre Arts Archive which comprises publications of material connected to Stanislavski studies in the USA.

**The Centres\*** provide an overarching framework for research and other related activities, namely knowledge enterprise, creative entrepreneurship, community outreach and continuing professional development. The Centres develop research within specific disciplines, enable inter-disciplinary projects with other Centres, and collaboration with outside organisations; and schedule lectures, research seminars, and allied events, some of which are open to partner institutions and/or the public. Their internal organisation enables both the development of research within a supportive structure, and the mechanism for collaboration within the institution and with external partners. Moreover, the Centres afford flexibility in the development and delivery of research by offering a measure of horizontality across the predominantly vertical structure of Schools and Programmes. Each Centre has a Patron and an Advisory Board of distinguished academics and practitioners.

**The Symposium** provides an annual platform for the initiation, development and dissemination of research. For a week in April each year there is a pause in formal teaching and a wider student and staff research context is demonstrated through workshops, demonstrations, presentations, rehearsed readings, ‘in conversations’, panels, forums, encounters, ‘work in progress’, installations, exhibitions, screenings, and live performance in many forms. Staff and students are joined by alumni and graduate companies; associate artists, researchers and scholars, visiting professors and fellows; local, regional, national and international partners; and distinguished guests from the theatre community. The Symposium is linked with specific college-wide research projects, as well as affording space and time for individual students and staff to share their work. Moreover, it offers an important opportunity outside the constraints of the curriculum for the College community to interface with the profession and industry in a spirit of enquiry and practical investigation. Ten symposia 2002-2012 have generated a substantial archive of audio, video and transcribed material which is a valuable research resource for students, staff, practitioners in the theatre community, and scholars in the academy.

**Theatre Futures** is a research website instigated by the Director of Research and initially implemented and edited by the Research Assistant. It provides pages on each Centre and its respective projects; details of the archives and special collections; publication sections – *Performance Prompt* for practice-based articles, and *The Sidcup Papers* for academic and

scholarly articles, and two sections in development – *Opera Notes* for articles connected to the College’s Opera Studies Programme, and *Critical Byte* on theatre criticism and reviews; RBC conference reports; Symposia programmes and catalogue; staff research profiles and personal pages; information on Visiting Professors and Fellows; details of research associates and companies; links with relevant websites e.g. *Unfinished Histories*, *Border Crossings*, *TheatreVOICE*, Pan Intercultural Arts, *Blue Pages*, and the Society for Theatre Research. *Theatre Futures* is both a platform for publishing and disseminating research, and a research resource for internal and external use. [www.theatrefutures.org.uk](http://www.theatrefutures.org.uk)

The above is a snapshot of the College’s research strategy for the purposes of the REF2014 Code of Practice on the selection of staff, which will be developed more fully in the Research Environment template (REF5) to be included in the institution’s REF2014 submission.

\*The Stanislavski Centre; The Rose Bruford Centre for Voice and Speech; The Clive Barker Centre for Theatrical Innovation which incorporates also Hubs for New Writing, Multicultural and Intercultural Performance, and Technologies in Performance; Theatre for Young Audiences Centre; and Centre for Learning and Teaching in the Performing Arts.

## **ANNEX B**

### **Provides further information for Page 3 Section 4**

#### **Equality and Diversity Training**

All members of the REF2014 Strategy Group and those advising them are required to complete the Cylix Equality and Diversity Training Course. Successful completion of this course is mandatory for all academic and administrative staff of the College.

The members of the REF2014 Strategy Group and those advising them will take part in a programme of equality and diversity training.

This will involve:

- REF2014 and the College.
- Familiarisation with the relevant sections of the Equality Act 2010.
- The Equality Act 2010 and its implications for the institution.
- College's Equality and Diversity Policy.
- Implications of the Equality Act 2010 for the REF.
- REF2014 requirements for the institution's Code of Practice.
- Learning from the Equality Challenge Unit training material.
- Study of the ECU examples of Case Studies for individual staff circumstances.
- Identifying, calculating and managing clearly defined circumstances.
- Identifying, understanding, calculating and managing complex circumstances.

Sessions will be allocated for the above with relevant material disseminated throughout. These will be arranged by the institution's Chair of the Equality and Diversity Committee, the Director of Human Resources and Staff Development, the Disability Officer, and the Director of Research.

## **ANNEX C**

**Provides further information for page 3 Section 4**

### **REF2014 Strategy Group**

#### **The REF2014 Strategy Group members:**

- The Vice Principal will be responsible for overseeing the process relating to the Code of Practice on the selection of staff, as well as establishing the mechanism for appeals.
- The Director of Research and Chair of the REF2014 Strategy Group will implement the process relating to the Code of Practice on the selection of staff; and will oversee the preparation and delivery of the institution's REF2014 submission. The Director of Research is responsible for the College's Research and REF2014 Strategy and, given the size of the institution, has personal contact with all research active staff and early career researchers, and an overview of all individual, group, and college-wide research projects.
- The Associate Director of Research will be responsible for gathering and collating information regarding research income (grants and in-kind), and research students; and contracts and terms of employment of staff who wish to submit to the REF2014.
- The Director of Learning, Teaching and Curriculum Development, who oversees these areas in the College including a remit for the interests of part-time staff, will be responsible for collating information with regard to staff with special circumstances who wish to submit to the REF2014.
- The Head of the School of Design, Management and Technical Arts, will be responsible for liaising with the Programme Directors of Costume Production, Creative Lighting Control, Lighting Design, Performance Sound, Scenic Arts, Stage Management, and Theatre Design. All programme directors are responsible as line managers for the appraisal of staff on their respective programmes, the process of which includes reference to research. The Head of School is responsible as line manager for the appraisal of all the programme directors, the process of which includes reference to research.
- The Head of the School of Performance will be responsible for liaising with the Programme Directors of Acting, Actor Musicianship, American Theatre Arts, European Theatre Arts, Opera Studies by Distance Learning, and Theatre Studies by Distance Learning. All programme directors are responsible as line managers for the appraisal of staff on their respective programmes, the process of which includes reference to research. The Head of School is responsible as line manager for the appraisal of all the programme directors, the process of which includes reference to research.



## Terms of reference

The REF2014 Strategy Group is responsible for the preparation and delivery of the REF2014 with reference to the following elements:

- Implementation of the Code of Practice on the selection of staff.
- Research staff data requirements (form REF1a).
- Individual staff circumstances data requirements (form REF1b).
- Category C staff details (form REF1c).
- Research Outputs: Category A and Category C staff (form REF2).
- Impact Template (form REF3a).
- Impact Case Studies (form REF3b).
- Research doctoral degrees awarded (REF4a).
- Research income grants and in-kind (REF4b/c).
- Research Environment (REF5).

The College has appointed two External Assessors, at professorial level, to advise on the institution's REF2014 submission. They will be provided with indicative versions of Research Outputs (REF2), Impact Template and Case Studies (REF3a/b) and Research Environment (REF5). They will be provided with the Code of Practice on the submission of staff, but are not responsible for deciding which staff are to be submitted to the REF and material with regard to the special circumstances of individual members of staff will not be available to them.

## ANNEX D

### Provides further information for Page 4 Section 5

#### Criteria and definitions

**Category A Staff** are defined as academic staff with a contract of employment of 0.2 FTE or greater and on the payroll of an HEI on the census date, 31<sup>st</sup> October 2013, and whose primary function in the institution is to undertake 'research only' or 'teaching and research'.

**Category C Staff** are defined as individuals employed by an organisation other than an HEI whose contract or job description (as documented by the employer) includes the undertaking of research, and whose research is primarily focused in the submitting Unit of Assessment (UOA) on the census date, 31<sup>st</sup> October 2013.

#### **UOA 35 Music, Drama, Dance and Performing Arts, is a sub-panel of Main Panel D**

This is the Main Panel and Unit of Assessment to which the College will be submitting.

"The sub-panel will assess research from all areas of music, drama, dance, theatre, performance, live art, film and television studies, and anticipates that outputs will span a range of writings, edited publications, and research-led creative practices, as well as artefacts and curatorial outputs. The sub-panel expects to evaluate research that encompasses analytical, applied, ethnographical, historical, pedagogical, practice-led, scientific, technological and theoretical approaches to the widest domains of dance, drama, music, performing art and screen arts, and covers the broadest understanding of the subject disciplines within any cultural, geographical or historical context."

(REF 01.2012 *Panel criteria and working methods*, paragraph 28 p.82)

#### **Assessment criteria and level definitions**

##### **Outputs sub-profile: Criteria and definitions of starred levels**

The criteria for assessing the quality of outputs are 'originality, significance and rigour'.

Four star	Quality that is world-leading in terms of originality, significance and rigour.
Three star	Quality that is internationally excellent in terms of originality, significance and rigour but which falls short of the highest standards of excellence.
Two star	Quality that is recognised internationally in terms of originality, significance and rigour.
One star	Quality that is recognised nationally in terms of originality, significance and rigour.
Unclassified	Quality that falls below the standard of nationally recognised work. Or work which does not meet the published definition of research for the purposes of this assessment.

## ANNEX E

### Research Outputs Form

Period of assessment: 1<sup>st</sup> January 2008 – 31<sup>st</sup> December 2013

Research outputs may include, but are not limited to:

Books (authored or edited); chapters in books; journal articles; conference contributions; official reports; curatorship and conservation; digital and broadcast media; performances and other types of live presentation; artefacts, designs and exhibitions; films, videos and other types of media presentation.

Please note that the above are not listed in order of importance.

You are invited to submit **four** research outputs.

Please indicate in the sections below:

- Type of output.
- Title of output.
- Date(s) when the output was/will be in the public domain.
- A description of the output as appropriate indicating your contribution if the project were a collaboration.
- Names of co-authors/practitioners.

### Output One

Type of output
Title of output
Date of output
Description/contribution
Co-authors/practitioners

### **Output Two**

Type of output
Title of output
Date of output
Description/contribution
Co-authors/practitioners

### **Output Three**

Type of output
Title of output
Date of output
Description/contribution
Co-authors/practitioners

## Output Four

Type of output
Title of output
Date of output
Description/contribution
Co-authors/practitioners

### Information on further outputs that might be considered

Please use the same headings as above.

**Name:**

**Signature:**

**Date:**

Thank you for taking the time to complete this form. Please submit the completed form to the Director of Research no later than 30<sup>th</sup> November 2012.

## ANNEX F

### Individual Staff Circumstances Forms

Information on Early Career Researchers and Individual Staff Circumstances are published in REF 02.2011 *Assessment framework and guidance on submissions* pp. 19 – 21, paragraphs 85 - 98) and REF 01.2012 *Panel criteria and working methods* which shows amendments to ‘guidance on submissions’ (“Staff and individual staff circumstances” pp. 9 – 13, paragraphs 63 - 91)

#### Clearly defined circumstances

##### 1) Early Career Researchers

“Early career researchers are defined as members of staff who meet the criteria to be selected as Category A or Category C staff on the census date, **and** who started their careers as independent researchers on or after 1 August 2009. For the purposes of the REF, an individual is deemed to have started their career as an independent researcher from the point at which:

- a. They held a contract of employment of 0.2 FTE or greater, which included a primary employment function of undertaking ‘research’ or ‘teaching and research’, with any HEI or other organisation, whether in the UK or overseas, **and**
- b. They undertook independent research, leading or acting as principal investigator or equivalent on a research grant or significant piece of research work. (A member of staff is not deemed to have undertaken independent research purely on the basis that they are named on one or more research outputs.)”

[REF 02.2011 *Assessment framework and guidance on submissions* pp. 19 – 21, paragraphs 85 – 87.]

Before completing the form below (which is available also on the Staff Intranet), please make arrangements to meet the Director of Research or any other member of the REF2014 Strategy Group (listed on Page 2) to discuss your circumstances as an Early Career Researcher. You may also wish to consult with your Line Manager and a member of the Human Resources Office.

<b>Clearly defined circumstances</b> <b>Early Career Researcher</b> <b>Please refer to Table 1 on Page 7 of the Code of Practice (above)</b>
Name:
Date with verification at which you first met the REF definition of an early career researcher:

Potential number of Outputs:
Title(s) of Output(s) these should correspond to the titles indicated on the Individual Outputs Form:
Signed:
Date:
Please return to the Human Resources Office by 7 <sup>th</sup> December 2012 Thank you for taking the time to complete this form.

**2) Absence from work due to part-time working, secondments or career breaks outside of the higher education sector, and which the individual did not undertake academic research**

Before completing the form below (which is available also on the Staff Intranet) you may wish to consult with your Head of School, Line Manager and/or a member of the Human Resources Office for verification purposes.

<b>Clearly defined circumstances</b> <b>Part-time working, secondments or career break outside an HEI</b> <b>Please refer to Table 2 and information on Page 8 of the Code of Practice (above)</b>
Name:
Total months absent between 1 January 2008 and 31 October 2013 due to working part-time, secondment or career break:
Verification:
Potential number of Outputs:
Title(s) of Output(s) which should correspond to the titles indicated on the Individual Outputs Form:

Any further relevant information:
Signed:
Date:
Please return to the Human Resources Office by 7 <sup>th</sup> December 2012 Thank you for taking the time to complete this form.

### 3) Maternity, paternity or adoption leave: qualifying periods

“Individuals may reduce the number of outputs by **one**, for each discrete period of:

- a. Statutory maternity leave or statutory adoption leave taken substantially during the period 1 January 2008 to 31 October 2013, regardless of the length of leave.
- b. Additional paternity\* or adoption leave lasting for four months or more, taken substantially during the period 1 January 2008 to 31 October 2013.”

[REF 01.2012 *Panel criteria and working methods* which shows amendments to ‘guidance on submissions’, “Staff and individual staff circumstances” pp. 11 - 12, paragraphs 75 - 81; the footnote\* defines ‘additional paternity leave’ on p.11.]

Before completing the form below (which is available also on the Staff Intranet) you may wish to consult with your Head of School, Line Manager and/or a member of the Human Resources Office for verification purposes.

<b>Clearly defined circumstances</b> <b>Maternity, paternity or adoption leave</b>
Name:
Dates of statutory maternity leave:
Dates of statutory adoption leave:
Dates of additional paternity or adoption leave:
Verification:
Potential number of Outputs:



Title(s) of Output(s) which should correspond to the titles indicated on the Individual Outputs Form):
Any further relevant information:
Signed:
Date:
Please return to the Human Resources Office by 7 <sup>th</sup> December 2012 Thank you for taking the time to complete this form.

### **Combining clearly defined circumstances**

Where an individual has a combination of circumstances with clearly defined reductions in outputs, these may be accumulated up to a maximum of reduction of three outputs.

For further information please see REF 01.2012 *Panel criteria and working methods*. p. 12, paragraphs 82 – 85.

### **Complex Circumstances**

Complex circumstances are defined in REF 02.2011 *Assessment framework and guidance on submissions* as: “Circumstances that are more complex and require a judgement about the appropriate number of outputs that can be reduced without penalty.”

These circumstances are:

- Disability - as defined by the Equality Act 2010, published in REF 02.2011 *Assessment framework and guidance on submissions*, Part 4 p. 36 Table 2 under Disability
- Ill health or injury
- Mental health conditions
- Constraints relating to pregnancy or maternity, in addition to a clearly defined period of maternity leave. (These may include but are not limited to: medical issues associated with pregnancy or maternity; health and safety restrictions in laboratory or fieldwork during pregnancy or breastfeeding; constraints on the ability to travel to undertake fieldwork due to pregnancy or breastfeeding.)
- Childcare or other caring responsibilities.
- Gender reassignment.
- Other circumstances relating to the protected characteristics under the Equality Act 2010, such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Where complex circumstances exist a judgement can be made on the appropriate level reduction in the number of outputs submitted. As far as is practicable, the impact of the complex circumstances will be equated to clearly defined absences and/or clearly identifiable periods or disruption which will have constrained the individual’s ability to work productively throughout the assessment period.

You are invited to complete the form below (which is available also on the Staff Intranet) giving as much detail as you wish. It might be helpful to consult the examples of case studies of complex circumstances published by The Equality Challenge Unit (ECU) in March 2012, <http://www.ecu.ac.uk/our-projects/REF>

<b>Complex Circumstances</b>
Name
Describe the nature and timing of the circumstances:
Explain the effects on your contracted working hours or your ability to fulfil your contracted working hours:
Give details of any other effects on your ability to work productively:
The Individual Circumstances Panel will determine a calculation for the reduction in the number of outputs based on the information you have given, the REF's Table 2 above, and the calculations described in the ECU examples. However, you are invited to make your own calculation here if you wish using Table 2 and the ECU examples:
Number of potential outputs:
Title(s) of Output(s) which should correspond to the titles indicated on the Individual Outputs Form):
Signed:
Date:
Please return to the Human Resources Office by 7 <sup>th</sup> December 2012 Thank you for taking the time to complete this form.

## **Confidentiality**

To reiterate: only decisions on the appropriate level of a reduced number of outputs will be provided to the REF2014 Strategy Group. No details of any individual circumstances that can be considered personal or sensitive will be disclosed to members of the REF2014 Strategy Group (with the exception of Early Career Researchers as described above). No information relating to individual staff circumstances (clearly defined or complex) will be shared beyond the relevant panels outlined in the College's Code of Practice on the selection of staff, with the exception of submitting to REF2014. This will be required to evidence the requested reduced number of submitted outputs, where an individual with an accepted reduction in outputs is selected for submission. The information will be treated with the strictest confidentiality in accordance with the processes in REF 02.2011 *Assessment framework and guidance on submissions* and REF 01.2012 *Panel criteria and working methods*.

Information may be disclosed to the Appeals Panel (for details see below) where this is necessary to make an informed decision on an appeal brought by an individual. In such cases the confidentiality arrangements for the individual staff circumstances will be exceptionally extended to members of the Appeals Panel.

All submitted complex circumstances will be considered by the REF Equality and Diversity Advisory Panel (EDAP). Further details as to the membership and terms of reference of EDAP are available at [www.ref.ac.uk](http://www.ref.ac.uk) under Equality and Diversity. EDAP will make recommendations to the chair of Main Panel D who will make the decisions. Sub-panel UOA: Music, Drama, Dance and Performing Arts will be informed of the decision and will assess the remaining outputs without penalty.

## **ANNEX G**

### **Research Excellence Framework 2014 Appeals Procedure**

The appeals process is a discrete procedure created solely for the selection of staff for the REF2014, and appeals are relevant only to the selection of staff for the REF2014.

The mechanism for appeals will be established by the Vice Principal who will also form an Appeals Panel which will be diverse in composition and will comprise Governors of the College. It will include 3 Governors who are not members of staff.

The Director of Human Resources and Staff Development will be in attendance, and the Executive Assistant to the Principal will clerk the Panel.

#### **Process**

Members of staff wishing to have their recommendation for selection to REF2014 reviewed should do so in writing to the Vice Principal clearly stating their reasons for requesting the review.

The Vice Principal will convene the REF2014 Appeals Panel which will conduct its proceedings in confidence.

Arrangements should be made if a member of staff wishes to attend the REF2014 Appeals Panel in person, accompanied by a work colleague or a trade union representative.

The REF2014 Appeals Panel may uphold or dismiss a recommendation accordingly. There will be no further right of appeal.

The results of the REF2014 Appeals Panel deliberations will be conveyed by the Vice Principal to the REF2014 Strategy Group.

The decision of the REF2014 Appeals Panel will be conveyed to the relevant staff by the Vice Principal. Any further appeal would have to be pursued under the College's documented Grievance Procedure.

#### **Timeframe**

28<sup>th</sup> June 2013: deadline for appeals to be lodged.

July – September 2013: REF Appeals Panel convened as appropriate.

27<sup>th</sup> September 2013: deadline for appeals outcome to be confirmed.

## Annex H

### Rose Bruford College of Theatre and Performance

#### Equality Impact Assessment (EIA)

This form can be used to screen policies, procedures and forms and can be amended depending on the work being undertaken at the College.

**1. Name of the policy/procedure/form**

REF2014 Code of Practice

**2. What is the purpose of the policy/procedure/form?**

To ensure that within the institution all REF2014 staff selection processes are in accordance with the relevant equality legislation as well as the College's own equality and diversity policy.

**3. Who is responsible for the policy/procedure/form and its implementation?**

The Director of Research

**4. Who does the policy/procedure/form affect (e.g. all staff, all students, or particular groups?)**

All academic staff.

**4.1 Have any of the groups listed below been or are likely to be adversely affected by this policy/ procedure/form?**

**An example** of adverse impact might be – all applicants for courses are required to verbally present portfolio evidence of work to an interview panel, with no exceptions. Such a policy might adversely impact on students with certain disabilities, such as deaf students.

	Yes	No	Not known
Age		X	
Disability		X	
Gender reassignment		X	
Marriage/civil partnership		X	
Pregnancy/maternity		X	
Race		X	
Religion and belief		X	
Sex		X	
Sexual orientation		X	
Socio-economic disadvantage		X	

## 4.2 Evidence of adverse impact

Please indicate the **qualitative** or **quantitative** information used to support the above.

e.g. Previous consultations with relevant groups, organisations or individuals;

Course monitoring; student feedback, etc.

Consideration of this policy has taken place through the College's Research Committee, Equality and Diversity Committee and at a staff meeting attended by heads of schools and programme directors.

## 5. Equality of opportunity

Is there an opportunity to promote equality of opportunity or community relations more effectively by altering the policy/procedure/form or by working with others? Yes/ No

No.

## 6. Please indicate whether in your view a full impact assessment and review of this policy/procedure/form is recommended.

Yes

If you answered **No** above, please indicate your reasons why

## 7. Please weight the priority for reviewing this policy/procedure/form.

**High**

Medium

Low

## 8. Policy/Procedure/Form review

7.1 When do you think this policy/procedure/form should be next reviewed?

In addition to undertaking an equality impact assessment upon development of the code of practice, the policy will also be assessed following the initial and final selection of staff and after any appeals process has been undertaken.

7.2 Is the policy/procedure/form affected by the timetable of any strategic documents, for example, College strategic plan or timetable of external organisations, for example, QAA?

The submission of the College's REF2014 documentation.

Screening completed by:

The Vice Principal, The Director of Research, Date 17 October 2012